

APPENDIX B

Local Rule 7.3

LR7.3 Redaction of Personal Information from Filed Documents.

Parties shall refrain from including, or shall redact where inclusion is necessary, the following personal identifiers from all unsealed documents filed with the Court, including exhibits thereto, unless otherwise ordered by the Court.

- a. Social Security numbers. If an individual's social security number must be included in a document, only the last four digits of that number should be used.
- b. Names of minor children. If the involvement of a minor child must be mentioned, only the initials of the child should be used.
- c. Dates of birth. If an individual's date of birth must be included in a document, only the year should be used.
- d. Financial account numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used.
- e. Home Addresses. If home addresses must be included in a document, only the city and state should be used.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review filed documents to assure compliance with this rule.

This rule applies to documents filed electronically and to documents filed on paper.

Unredacted documents containing personal identifiers may be filed under seal, but only when necessary to the disposition of an issue before the Court. Such documents may be filed by tendering them to the Clerk with a written request that they be filed under seal pursuant to this rule. Sealed documents will be retained by the Court as part of the record. The Court may require the party to file a redacted copy for the public file.